

Cwmbran Community Council
Ventnor Road
Cwmbran NP44 3JY
david@cwmbbran.gov.uk
Tel: 01633 849070

Privacy Notice 2020

1. When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

2. The Councils Right to Process Information

The Council (“processes”) your information in order to provide services and ensure that the Council can function.

The legal basis upon which we rely are the General Data Protection Regulations (GDPR) Article 6 (1) (a) (b) and (e). This allows us to process the information on the basis that:

Processing is with consent of the data subject or
Processing is necessary for compliance with a legal obligation or
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

3. Information Security

Cwmbran Community Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and in accordance with our Retention Policy and any overriding need to retain personal data, after which it will be deleted.

4. Children

We will not normally process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned. However the GDPR does not require parental consent for under 13s in all circumstances as there are legal bases other than consent upon which the Council can rely.

Further information about protection of children's rights can be found here:
<https://ico.org.uk/for-organisations/guide-to-data-protection/key-data-protection-themes/children/>

5. Access to Information

You have the right to request access to the information we have on you. You can do this by contacting

David Collins
Clerk to the Council
Cwmbran Community Council
Ventnor Road
Cwmbran NP44 3JY

david@cwmbra.gov.uk
Tel: 01633 849070

6. A Brief Summary of your Rights

The GDPR *creates the following rights for individuals*

(i) Your right to be informed if your personal data is being used

An organisation must inform you if it is using your personal data.

(ii) Your right to get copies of your data

You have the right to find out if an organisation is using or storing your personal data.

(iii) Your right to have your data corrected

You can challenge the accuracy of personal data held about you by an organisation.

(iv) Your right to have your data deleted

You can ask an organisation to delete personal data that it holds about you. (see also point 3)

(v) Your right to limit how organisations use your data

You can limit the way an organisation uses your personal data.

(vi) Your right to data portability

You have the right to get your personal data from an organisation in a way that is accessible .

(vii) The right to object to the use of your data

You have the right to object to the processing or use of your personal data in some circumstances.

(viii) Your rights relating to decisions being made about you without human involvement

Decisions are made about you when your personal data is processed automatically.

(ix) Your right to access information from a public body

Make a request for information from a public body.

(x) Your right to raise a concern

Tell an organisation if you're concerned about how they are using your data.

Further advice can be viewed here: <https://ico.org.uk/your-data-matters/>

To exercise the above rights, contact

David Collins
Clerk to the Council
Cwmbran Community Council
Ventnor Road
Cwmbran NP44 3JY

david@cwmbrian.gov.uk
Tel: 01633 849070

7. Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact:

David Collins
Clerk to the Council
Cwmbran Community Council
Ventnor Road
Cwmbran NP44 3JY

david@cwmbrian.gov.uk
Tel: 01633 849070

8. Information Deletion

If you wish Cwmbran Community Council to delete the information about you please contact:

David Collins
Clerk to the Council
Cwmbran Community Council
Ventnor Road

Cwmbran NP44 3JY

david@cwmbbran.gov.uk

Tel: 01633 849070

to request this. See also 3 above.

(Note: this is not an absolute right.)

9. Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact

David Collins
Clerk to the Council
Cwmbran Community Council
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to object.

10. Rights Related to Automated Decision Making and Profiling

Cwmbran Community Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law:

- We only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- We do not use profiling, we do not sell or pass your data to third parties.
- We do not use your data for purposes other than those specified.
- We make sure your data is stored securely.
- We delete all information deemed to be no longer necessary.
- We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

11. Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our

Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

12. Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Cwmbran Community Council, Data Information Officer: David Collins, Cwmbran Community Council, Ventnor Road, Cwmbran NP44 3JY
david@cwmbran.gov.uk tel. 01633 849070 and the Information Commissioners Office
casework@ico.org.uk Tel: 0303 123 1113